

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ []
14. Is there a duplication of this series in another office or agency?
In the 159 County offices ☒ []
15. Is the information contained in this series ever summarized or published? [] ☒
16. Does the series contain classified information requiring security handling?
All medical information is confidential ☒ []
17. Does the series document policies and procedures of agency's operation or function? ☒ []
18. Could the function be performed if the files were lost or destroyed? ☒ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] ☒
20. Does the record series provide data as input to an EDP file? [] ☒
21. Does the record series contain documentation produced as EDP printout? [] ☒
22. Is the series affected by Federal or grant funds? ☒ []
23. Will there be a need for these records 10, 15 years from now? If yes, what?
Only indirectly in that HEW sets guidelines for and to disabled policies [] ☒

24. REQUIREMENTS. The following requires the files to be kept 1 (one) years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Mrs. Charlie Jean Mathieson

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER, then:

- A. ☒ Destroy immediately after cut off.
B. ☐ Hold in current files area _____ month(s)/_____ year(s), then:
1 ☐ Destroy.
2 ☐ Transfer to records center; hold _____ year(s), then:
a ☐ Destroy.
b ☐ Transfer historical material to Archives; destroy remainder.
3 ☐ Destroy after audit (or _____ year(s) after audit).
C. ☐ Hold in current files area indefinitely.
D. ☐ Hold in current files area _____ year(s), then transfer to Archives permanently.
E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

Earlier Destruction is authorized.

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by	Recommendations prepared by	Approved for Division	Records Management Officer	Date
	<i>Charlie Jean Mathieson</i>	<i>R. D. [Signature]</i>	<i>Douglas M. [Signature]</i>	7-19-72
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency	<i>[Signature]</i>	Date 7-19-72
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History	<i>[Signature]</i>	Date 7-25-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State	<i>[Signature]</i>	Date 7-24-72
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia	<i>[Signature]</i>	Date